



Department of Energy
Senior Executive Service
Candidate Development Program
Opportunity Announcement

Are YOU.....A leader? Visionary? Forward thinker? Risk Taker?

Willing to make a difference by supporting national security, homeland defense, as well as the safety and economic security of the American public? Interested in shaping the nation's energy policy and protecting our critical energy infrastructure? Maintaining our nation's nuclear weapons stockpile while addressing proliferation of nuclear weapons and technology? Fostering innovative technologies to enhance our energy efficiency? Implementing faster and cheaper environmental clean-up? Working with nations and cities on fostering a safer place to live and reducing the threat of weapons of mass destruction?

The Department of Energy is looking for future leaders, who have the vision, talent and skills necessary to bring the Department through the 21st century, to succeed in a Senior Executive Service Candidate Development Program (SES CDP) designed to prepare future executives to assume key positions in targeted occupational areas.

Apply today and join tomorrow's leaders!

Vacancy Announcement Number: DOE SES CDP 02-01

Opening date: May 08, 2002
Closing date: June 21, 2002

Applications must be received by the closing date of this notice. Incomplete application packages will not receive further consideration.

Area of Consideration: All Federal Civil Service Employees; GS-14/15 or equivalent

Work schedule: Participation in the program is on a part-time collateral basis. Candidates are expected to continue in their current positions with appropriate time off to allow for successful program participation.

Salary: Participants' salary will not change due to participation in this developmental program. Participants are expected to remain in their current position with their current

agency. DOE will fund orientation, core training, and graduation. Developmental assignments, travel and additional training expenses will be funded by the participants' sponsoring organization.

Location: Developmental assignments may be at Headquarters, (Washington, DC or Germantown, MD) and various DOE Field Sites.

Number of Vacancies: Up to 20 positions may be filled. It is anticipated, based upon the Department's critical mission needs, that a vast majority of selections will be made from Track 1: individuals with project/program/contract management, scientific, engineering and technical backgrounds and/or experience; however, limited needs exist in Track 2: the legal and administrative fields as well. Applicants are asked to designate on Attachment B for which track their application should be considered.

Most positions will require being successfully granted access authorization and may therefore require U.S. citizenship. All positions are subject to the Department of Energy's Drug Free Workplace Program.

About the Program

The SES CDP is designed to provide a broad range of developmental activities coupled with formal training to enhance individual executive competencies and to increase awareness and understanding of public policy, programs, and issues with a DOE emphasis. Candidates who successfully complete the program and receive certification by the U.S. Office of Personnel Management will be eligible for noncompetitive appointment into SES positions for which they are otherwise qualified. *However, successful program participation does not guarantee placement in an SES position.* Applicants must sign a Geographic Mobility Agreement to receive consideration for this program.

Key Program Features:

- A 9-15 month, part-time program
- Individual needs assessment to assist with development of an executive development plan
- Orientation
- Assigned mentors
- Core Training (80 hours)
- Developmental assignments, including at least one 60 day assignment outside the Department/Agency
- Additional interagency training (80 hours)
- Other individually tailored developmental opportunities
- “Action-Learning” group project
- Periodic progress reports
- Graduation
- Office of Personnel Management certification

For additional program information, program guidelines can be found at:
<http://ma.mbe.doe.gov/ME50/Training/index.htm> (then click on HCM Initiatives)

Qualification Requirements

For initial consideration, applicants must be in the Federal civilian workforce at the GS-14/15 or equivalent level with a minimum of one year of supervisory/managerial experience.

Typically, applicants selected for this program will possess a level of knowledge and experience sufficient to lead, direct and evaluate engineering, scientific, administrative-management or legal activities related to mission requirements of the Department of Energy. Because the majority of the Department’s SES positions are technically oriented, it is expected that most selectees will be from among applicants possessing scientific, engineering or technical backgrounds and/or experience.

Candidates must demonstrate competence or high potential in the following SES Executive Core Qualifications (ECQs):

- T Leading Change
- T Leading People
- T Results Driven
- T Business Acumen
- T Building Coalitions/Communication

Applicants must submit a separate written statement addressing each of the ECQs which are defined in Attachment C. ECQ statements should not exceed a total of 10 pages. Samples and additional guidance on writing ECQ statements can be found in OPM’s “Guide to Senior Executive Service Qualifications” located at <http://www.opm.gov/ses/ecq.html> .

In addition, applicants should submit a 1-2 page written statement describing:

- T your unique competencies and qualifications that you would bring to the Department of Energy and a potential SES position.

Evaluation Methods and Selection

Applicants will be grouped, according to self selection, into one of two tracks and evaluated in the following manner:

1. Application package reviewed for completeness (incomplete packages will not be considered further).
2. Basic qualifications review (GS-14/15 or equivalent with a minimum of one year of supervisory/managerial experience; applicants below this level will not be considered further).
3. Rating and ranking by a merit staffing panel using only the information submitted for consideration against a crediting plan. A list of “high potential” individuals will be determined at this point based upon scores from the rating and ranking process.
4. Those found to be “high potential” will be asked to participate in a 1-day assessment center to include both group and individual exercises. Those who perform well in the assessment center will be referred to the Department’s Executive Resources Board (ERB) for further consideration.
5. The ERB will review each finalist’s application materials, rating and ranking scores, and assessment center results to determine final selections. Individual interviews may be conducted at this point.
6. Applicants will be notified in writing of the outcome.

How to Apply

Interested applicants must submit the following items for consideration (incomplete application packages will not receive further consideration):

- ‘ OF-612 (Optional Application for Federal Employment) or a resume; regardless of the format chosen, it must contain the following information: announcement number, your full name, address, day and evening phone numbers, social security number, country of citizenship, education, work experience, highest Federal civilian grade held; and other relevant work-related information
- ‘ Completed Supervisory Endorsement (Attachment A)
- ‘ Copy of your most recent performance appraisal
- ‘ Signed Geographic Mobility Agreement (Attachment B Part 1)
- ‘ Track Designation (Attachment B Part 2)
- ‘ Written narrative addressing the five Executive Core Qualifications (not to exceed a total of 10 pages)
- ‘ Written narrative addressing unique competencies and qualifications (1-2 pages)
- ‘ 3-5 References, with phone numbers, including first and second level supervisors

Copy of your most recent SF-50, Notification of Personnel Action
Copies (3) of complete application packages for each track for which you wish to apply. (**Track 1:** project/program/contract management, scientific, engineering and technical backgrounds. **Track 2:** legal and administrative fields)

Applicants are responsible for ensuring that materials are received by the closing date. Late applications due to untimely delays in mail delivery will not be considered. Application materials must not be bound or in folders. Please use staples or binder clips to keep application materials together. FACSIMILE AND ELECTRONIC APPLICATIONS WILL NOT BE ACCEPTED.

Contact Information

If you have additional questions about the application process, please contact the Department of Energy, Office of Human Resources Management at the following telephone number: **(202) 586-3082**. This is a dedicated help-line and your questions will be recorded via voice-mail and responses provided within 24-hours. If you have additional questions about the program, please contact:

Dorothy M. Van Steinburg
SES CDP Program Manager
(202) 287-1678
Dottie.VanSteinburg@hq.doe.gov

Where to Apply

The Graduate School, USDA, will manage the SES CDP application process for the Department of Energy. Complete application packages must be received by **June 21, 2002** and delivered to:

Norma Ford
Office of Special Programs, Graduate School/USDA
600 Maryland Avenue, SW.
Room 280
Washington, D.C. 20024
(202) 314-3460

All qualified applicants will be considered without regard to race, religion, color, sex, age, national origin, lawful political affiliation, marital status, union membership or other non-qualifying physical or mental handicaps. This agency provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be made on a case-by-case basis.

SENIOR EXECUTIVE SERVICE CANDIDATE DEVELOPMENT PROGRAM SUPERVISORY ENDORSEMENT				
NAME OF APPLICANT				
INSTRUCTIONS FOR SUPERVISORS: Please provide your input on the above-named applicant's executive competencies and/or potential as they relate to the SES Executive Core Qualifications and the DOE's SES Candidate Development Program. The information you furnish will be an important element in determining the degree to which the applicant has the executive experience or potential necessary to be successful in the Program. Return the completed form to the applicant for inclusion in the application package. Additional program information can be found at : http://ma.mbe.doe.gov/ME50/TRAINING/index.htm				
BASIS FOR APPRAISAL		SECTION I - SUPERVISORY ASSESSMENT OF DEMONSTRATED EXPERIENCE AND/OR POTENTIAL		LEVEL OF PERFORMANCE (See Scale Below)
EXTERNAL ACTIVITIES	ON-THE-JOB	FORMAL TRAINING	POTENTIAL	
			<p>Performance Level Scale: Assign Level 3 to indicate experience and/or potential performance would exceed what is expected of a successful SES manager. Assign Level 2 to indicate experience and/or potential performance that is equivalent of a successful SES manager. Assign Level 1 to indicate experience and/or potential performance would be below what is expected of a successful SES manager. Assign Level X to indicate that you have had no opportunity to observe your employee's performance in that competency area.</p>	3 2 1 X
			<p>LEADING CHANGE: The ability to develop and implement an organizational vision which integrates key national and program goals, priorities, values, and other factors. Inherent to it is the ability to balance change and continuity, to continually strive to improve customer service and program performance within the basic government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity, and persistence, even under adversity.</p>	
			<p>LEADING PEOPLE: The ability to design and implement strategies which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals.</p>	
			<p>RESULTS DRIVEN: The ability to stress accountability and continuous improvement, to make timely and effective decisions, and to produce results through strategic planning and implementation and evaluation of programs and policies.</p>	
			<p>BUSINESS ACUMEN: The ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision making.</p>	
			<p>BUILDING COALITIONS/COMMUNICATION: The ability to explain, advocate, and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive network with other organizations, and to identify the internal and external politics that impact the work of the organization.</p>	

BRIEFLY DESCRIBE THE APPLICANT'S OVERALL POTENTIAL FOR SUCCESSFUL PERFORMANCE IN THE SES CANDIDATE DEVELOPMENT PROGRAM AND FUTURE SES POSITIONS

SECTION II - SUPERVISORY ENDORSEMENT

- I highly recommend this employee for selection into the SES Candidate Development Program.
- I recommend this employee for selection into the SES Candidate Development Program.
- I do not recommend this employee for selection into the SES Candidate Development Program at this time.

RELATIONSHIP TO APPLICANT (PLEASE CHECK ONE)

- IMMEDIATE SUPERVISOR 2ND LEVEL SUPERVISOR 3RD LEVEL SUPERVISOR
- OFFICE DIRECTOR/REGIONAL ADMINISTRATOR OTHER (SPECIFY)

TYPED OR PRINTED NAME AND TITLE

SIGNATURE

OFFICE

DATE

Part 1

MOBILITY AGREEMENT FOR THE SENIOR EXECUTIVE SERVICE CANDIDATE DEVELOPMENT PROGRAM

Applicant Name: _____

As a condition of participation in the Department of Energy Senior Executive Service Candidate Development Program (SES CDP), I agree to participate in developmental activities (e.g., training, job shadowing, details, and other work assignments) that may require me to be functionally, organizationally, and geographically mobile. This may also require me to accept assignments away from my current duty station. SES CDP developmental work assignments will range in length from 60 to 120 days.

In addition, participants who successfully complete the SES CDP will enter a candidate pool that will be one of the sources for filling new DOE SES vacancies. The success of this program to some extent rests on the geographic mobility of SES CDP graduates. I understand that upon successful completion of the SES CDP, my name will be entered in a candidate pool that will be one of the sources used for filling new DOE SES vacancies.

I have read the above statement and agree to the conditions outlined.

Applicant's Signature: _____

Date: _____

Part 2

TRACK DESIGNATION

Select which track you would like your application to be considered for based upon your education and relevant experience. If you wish to be considered for both tracks, please submit two complete application packages, one for each track. Check one box per application:

- ' Track 1: project/program/contract management, scientific, engineering and technical backgrounds
- ' Track 2: legal and administrative fields

Information on the Executive Core Qualifications

I. Leading Change

This core qualification encompasses the ability to develop and implement an organizational vision which integrates key national and program goals, priorities, values, and other factors. Inherent to it is the ability to balance change and continuity--to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity.

- Exercising leadership and motivating managers to incorporate vision, strategic planning, and elements of quality management into the full range of the organization's activities; encouraging creative thinking and innovation; influencing others toward a spirit of service; designing and implementing new or cutting edge programs/processes.
- Identifying and integrating key issues affecting the organization, including political, economic, social, technological, and administrative factors.
- Understanding the roles and relationships of the components of the national policy making and implementing process, including the President, political appointees, Congress, the judiciary, state and local governments, and interests groups; and formulating effective strategies to balance those interests consistent with the business of the organization.
- Being open to change and new information; tolerating ambiguity; adapting behavior and work methods in response to new information, changing conditions, or unexpected obstacles; adjusting rapidly to new situations warranting attention and resolution.
- Displaying a high level of initiative, effort, and commitment to public service; being proactive and achievement-oriented; being self-motivated; pursuing self-development; seeking feedback from others and opportunities to master new knowledge.
- Dealing effectively with pressure; maintaining focus and intensity and remaining persistent, even under adversity; recovering quickly from setbacks.

II. Leading People

This core qualification involves the ability to design and implement strategies which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals.

- Providing leadership in setting the workforce's expected performance levels commensurate with the organization's strategic objectives; inspiring, motivating, and guiding others toward goal accomplishment; empowering people by sharing power and authority.
- Promoting quality through effective use of the organization's performance management system (e.g., establishing performance standards, appraising staff accomplishments using the developed standards, and taking action to reward, counsel, or remove employees, as appropriate).
- Recruits, develops, and retains a diverse high quality workforce in an equitable manner. Leads and manages an inclusive workplace that maximizes the talents of each person to achieve sound business results. Respects, understands, values and seeks out individual differences to achieve the vision and mission of the organization. Develops and uses measures and rewards to hold self and others accountable for achieving results that embody the principles of diversity.

- Assessing employees' unique developmental needs and providing developmental opportunities which maximize employees' capabilities and contribute to the achievement of organizational goals; developing leadership in others through coaching and mentoring.
- Fostering commitment, team spirit, pride, trust, and group identity; taking steps to prevent situations that could result in unpleasant confrontations.
- Resolving conflicts in a positive and constructive manner; this includes promoting labor/management partnerships and dealing effectively with employee relations matters, attending to morale and organizational climate issues, handling administrative, labor management, and EEO issues, and taking disciplinary actions when other means have not been successful.

III. Results Driven

This core qualification stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies.

- Understanding and appropriately applying procedures, requirements, regulations, and policies related to specialized expertise; understanding linkages between administrative competencies and mission needs; keeping current on issues, practices, and procedures in technical areas.
- Stressing results by formulating strategic program plans which assess policy/program feasibility and include realistic short- and long-term goals and objectives.
- Exercising good judgment in structuring and organizing work and setting priorities; balancing the interests of clients and readily readjusting priorities to respond to customer demands.
- Anticipating and identifying, diagnosing, and consulting on potential or actual problem areas relating to program implementation and goal achievement; selecting from alternative courses of corrective action, and taking action from developed contingency plans.
- Setting program standards; holding self and others accountable for achieving these standards; acting decisively to modify them to promote customer service and/or the quality of programs and policies.
- Identifying opportunities to develop and market new products and services within or outside of the organization; taking risks to pursue a recognized benefit or advantage.

IV. Business Acumen

This core qualification involves the ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision making.

- Assessing current and future staffing needs based on organization goals and budget realities. Applying merit principles to develop, select, and manage a diverse workforce.
- Overseeing the allocation of financial resources; identifying cost-effective approaches; establishing and assuring the use of internal controls for financial systems.
- Managing the budgetary process, including preparing and justifying a budget and operating the budget under organizational and Congressional procedures; understanding the marketing expertise necessary to ensure appropriate funding levels.
- Overseeing procurement and contracting procedures and processes.
- Integrating and coordinating logistical operations.
- Ensuring the efficient and cost-effective development and utilization of management information systems and other technological resources that meet the organization's needs, understanding the impact of technological changes on the organization.

V. Building Coalitions/Communication

This core qualification involves the ability to explain, advocate and express facts and ideas in a convincing manner and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization.

- Representing and speaking for the organizational unit and its work (e.g., presenting, explaining, selling, defining, and negotiating) to those within and outside the office (e.g., agency heads and other Government executives; corporate executives; Office of Management and Budget officials; Congressional members and staff; the media; clientele and professional groups); making clear and convincing oral presentations to individuals and groups; listening effectively and clarifying information; facilitating an open exchange of ideas.
- Establishing and maintaining working relationships with internal organizational units (e.g., other program areas and staff support functions); approaching each problem situation with a clear perception of organizational and political reality; using contacts to build and strengthen internal support bases; getting understanding and support from higher level management.
- Developing and enhancing alliances with external groups (e.g., other agencies or firms, state and local governments, Congress, and clientele groups); engaging in cross-functional activities; finding common ground with a widening range of stakeholders.
- Working in groups and teams, conducting briefings and other meetings, gaining cooperation from others to obtain information and accomplish goals, facilitating "win-win" situations.
- Considering and responding appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful and treats others with respect.
- Seeing that reports, memoranda, and other documents reflect the position and work of the organization in a clear, convincing, and organized manner.